

MEETING MINUTES

January 15, 2009

GOVERNOR'S COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES FROM THE HANDICAPPED

The meeting was called to order by Chairperson Penney Hall at 9:00 a.m. January 15, 2009 at the F. Ray Power Building, located at the West Virginia Division of Rehabilitation Services' office in Institute, West Virginia.

ATTENDANCE:

Committee: Penney Hall (Chairperson); LuAnn Summers for Brenda Bates; Everette Sullivan; Jan Smith; Carol Jarrett, Recording Secretary.

WVARF Staff: Greg Raber, Chris Miller, Pam Holt.

Minutes were distributed to Committee members prior to the meeting.

MOTION #1

Mr. Sullivan moved to approve the minutes. Ms. Summers seconded. Motion passed.

COMMITTEE CHAIR REPORT:

Ms. Hall announced that Mr. Glenn McEndree is no longer with WVARF and Mr. Raber has been appointed as the Interim Director. The Executive Director position has been advertised and WVARF has a five person interview committee.

Ms. Hall reported John Liller had resigned from the committee because of business and personal obligations. She said the Governor is appointing Phillip Mason, a businessman from the Fairmont area to replace Mr. Liller; and Jan Lilly-Stewart, from Charleston to replace Pete Cuffaro.

She said the participating CRP's had requested that WVARF 04 be extended until the end of June 2009 so staff has a chance to ensure everything is done correctly. That request has been forwarded to Purchasing.

Ms. Hall reported the strategic planning meeting scheduled for the end of January has been postponed until April. WVARF has hired Cheri Heflin as a consultant for this planning meeting. There was some work which needed to be done prior to the actual meeting. Ms. Hall said the strategic planning group is going to do a timeline which will show all the steps necessary to be taken in getting the plan completed. She said it will be necessary to ask Ms. Lovely for an extension on the strategic plan deadline.

Ms. Summers expressed concern that everything is still on track with the RFP. She said she did not want WVARF to be penalized because of what has or has not happened in the last few months.

EXECUTIVE SECRETARY REPORT:

\$4,073.68 - Annual Allocation
 524.93 - Total Expenses Paid
\$3,548.75 - Balance Remaining FY'08

EXECUTIVE DIRECTOR REPORT:

Mr. Raber reported Alberta Kincaid with DHHR approved the .70 cent wage increase for all janitorial workers in the State Use Program. However, DOH/DOT would not approve this increase. Ms. Hall said she spoke with Karen Byrd in Purchasing about this issue and because of the way the contract is written there is no way to require any of the agencies to accept the 70 cent increase. The new contract should eliminate this problem. Ms. Hall asked Mr. Raber if they were going to include the new minimum wage increase which will occur in July 2009 into all new contracts. He said yes they were going to do this.

He reported there was no news regarding the DOH in Huntington situation – asking for a refund of approximately \$26,000.

He said he had met with Ron Price, Karen Byrd, John Abbott and Mike Sheets with Purchasing. He said everyone has been very cooperative in order to get new scopes of work done and to helping ensure the contracts are done correctly.

Mr. Raber said they are currently working on the Stream Access Contract and the Commodities contract. Ms. Hall reminded him the Fair Market Price Subcommittee needs to review these prior to submission to the whole committee.

CONTRACT PRESENTATIONS:

Mr. Raber presented two additions to the laundry contract. This is being done at the request of DHHR. The items are:

- 129 -- Bibs, Deluxe Quilted, \$0.57 each
- 130 -- Bibs Tie-backs, \$0.35 each

MOTION #2

Mr. Sullivan moved to approve items #129 and #130 and their related prices. Ms. Summers seconded. Motion passed.

Ms. Hall said Burl Anderson with Hancock County has retired. The new director is Michael Hagg. Mr. Raber said the Northern Regional Jail and Ohio County Jail were paying less than what is on the statewide contract. Hancock County wanted to know how to correct this matter. Ms. Hall said they should be paying the contract price and Hancock needs to adjust their invoicing to reflect this price.

Mr. Raber presented a letter from Goodwill Industries of KYOWVA Area expressing interest in assisting with coverage in the Huntington area with the Low Impact Monitoring program. After discussion, the Committee agreed to approve this with the stipulation that Prestera get the first option of providing the service, since they have been involved with the program for a number of years.

CONTRACT COMPLAINTS:

Mr. Raber reported there was a complaint from the Department of Education regarding water. That complaint was handled that same day and delivery was made to the agency the next day and the driver was instructed to check with the agency on a more frequent basis.

There was a complaint from a traveler at the I-68 West Welcome Center in Bruceton Mills, WV saying that he was asked to move from the rest area after being there for no more than 2 hours. He drove a tractor trailer for Nabisco. After investigation by WATCH it was discovered the driver was in his own personal vehicle at the time and had been parked there for two days and was taking up three parking spaces. The first time the rest area approached the car there was one in it. The second time there was a man who was sleeping in the back. When he woke the man up and explained the problem the man got upset. There were empty beer bottles around the outside of the vehicle Kathy Holtsclaw with the DOH has contacted the driver and informed him that he is more than welcome to use the rest area but needed to adhere to the time restraints and proper parking procedures.

OLD BUSINESS:

None

FINANCIAL REPORT:

Mr. Miller reported the over 90 day's receivables as of 1/6/09 were \$863,591 or 34.29% of total receivables. He reviewed the accounts receivables. Many of the issues were billing mistakes which were either corrected or in the process of being corrected.

One issue which remains consistent is payment for bottled water from Miners Health. Ms. Hall suggested sending them a copy of the unpaid invoices and telling them that unless they are paid water distribution would be stopped. In addition, no waiver would be granted to allow them to get water from another source.

Ms. Hall asked Mr. Miller a couple of questions regarding the profit and loss statement. She said she understood why some items in the past were broken out as they currently are, now however it might best to combine them, i.e. phone, office supplies, etc. since the WVARF accounts are broken into two separate accounts one for the CNA and one for the Association.

NEW BUSINESS:

None

MOTION #3

Mr. Sullivan moved to adjourn.